

FORWARD PLAN FOR THE PERIOD JULY 2015 - APRIL 2016

The Forward Plan gives information about all decisions the City Executive Board (CEB) is expected to take and significant decisions to be made by Council or other Council committees over the forthcoming four-month period. It also contains information beyond this in draft form about decisions of significance to be taken in the forthcoming year.

What is a Key decision?

A key decision is an executive decision which is likely:-

- To result in the council incurring expenditure of more than £500,000 or
- To be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

A key decision, except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the decision is made.

Private meetings

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee & Member Services at least 7 working days before the decision is due to be made. This can be done by contacting:

Pat Jones, Committee Services Manager

Committee & Member Services
St Aldate's Chambers
St Aldate's Street
Oxford OX1 1DS

01865 252191

cityexecutiveboard@oxford.gov.uk

Inspection of documents

Reports to be submitted to the decision-maker and background papers to those reports are available for inspection at the Council offices and will appear on our website

<http://www.oxford.gov.uk> 5 working days prior to the date on which the decision is due to be made.

The Council's decision-making process

The agenda papers for CEB meetings are available five working days before the meeting on the council website.

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at

<http://www.oxford.gov.uk>

City Executive Board Members and Senior Officers

City Executive Board Member	Portfolio
Bob Price, Council Leader	Corporate Strategy and Economic Development
Ed Turner, Deputy Leader	Finance, Corporate Asset Management and Public Health
Susan Brown	Customer and Corporate Services
Alex Hollingsworth	Planning, Transport and Regulatory Services
Pat Kennedy	Young People, Schools and Skills
Mike Rowley	Leisure, Parks and Sport
Dee Sinclair	Crime, Community Safety and Licensing
Scott Seamons	Housing
Christine Simm	Culture and Communities
John Tanner	Climate Change and Cleaner, Greener Oxford

Senior Officers	Job Title
Peter Sloman	Chief Executive
David Edwards	Executive Director of Regeneration and Housing
Tim Sadler	Executive Director of Community Services
Jackie Yates	Executive Director of Organisational Development and Corporate Services
Vacant	Assistant Chief Executive
Helen Bishop	Head of Business Improvement
Ian Brooke	Head of Community Services
Graham Bourton	Head of Direct Services
Nigel Kennedy	Head of Finance/ Section 151 Officer
Stephen Clarke	Head of Housing and Property
Jeremy Thomas	Head of Law and Governance / Monitoring Officer
Vacant	Head of Planning and Regulatory

DELEGATED OFFICER EXECUTIVE KEY DECISIONS

ITEM 1:	SALE OF SUB STATION SITES ID: I009192
<p>Proposal recommending disposal of freehold interest in 84 sub-station sites across the city to Scottish and Southern Electric.</p> <p>In July 2014, CEB Granted authority to the Executive Director of City Regeneration and Housing, in consultation with the Board Member, to vary or extend the sub- station sites to be included in the transaction provided the transaction continues to represent best consideration.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt business affairs of the council.
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	
Report Owner:	
Report Contact:	David Edwards, Executive Director City Regeneration and Housing Tel: 01865 252394 dedwards@oxford.gov.uk

ITEM 2:	HOMELESSNESS GRANTS ALLOCATION ID: I008005
<p>This report will recommend the allocation of the Preventing Homelessness Grant and the Council's monies relating to homelessness services.</p> <p>On 12 February 2015 CEB resolved to:</p> <p>Delegate authority to the Head of Housing and Property Services in consultation with the Board member for housing and estate Regeneration to allocate the balance of the Preventing Homelessness Funds.</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	Head of Housing and Property
Executive Lead Member:	
Report Owner:	
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 3:	OXPENS DELIVERY STRATEGY ID: I009224
<p>To update CEB on the delivery of the strategy for the Oxpens site and seek approval for stages 2 and 3.</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000

Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	Formal consultation is underway regarding budgetary provision- to be heard at full council February. Previous statutory consultation has taken place regarding regeneration of Oxpens through the West End AAP and the Oxpens masterplan SPD.
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	
Report Owner:	
Report Contact:	David Edwards, Executive Director City Regeneration and Housing Tel: 01865 252394 dedwards@oxford.gov.uk

TOWER BLOCKS REFURBISHMENT - SEE ITEM 23 - COUNCIL 20 JULY 2015

CEB 9 JULY 2015

ITEM 4:	AGENCY STAFF CONTRACT AWARD ID: I010929
To award the Agency Staff Contract.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 5:	CORPORATE DEBT POLICY ID: I006675
Annual update of policy in relation to the collection of income	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 6:	CUMBERLEGE HOUSE - DEVELOPMENT APPRAISAL ID: I011745
To seek approval of redevelopment option for this site (if required)	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 7:	DIAMOND PLACE SUPPLEMENTARY PLANNING DOCUMENT (SPD)- ADOPTION ID: I009631
<p>The Diamond Place Supplementary Planning Document sets out design guidance for this site in Summertown. It provides guidance of uses, parking, buildings heights and access among other matters. The report will be recommending that the SPD is adopted for use as a material consideration in planning decisions.</p> <p>The draft Diamond Place SPD has been consulted on and is returning to the City Executive Board for adoption.</p>	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Three stages of consultation have taken place. A workshop to discuss issues and options took place in September 2013. A consultation on options for the SPD took place during April and May, including a workshop at a meeting of the Summertown St Margaret's Neighbourhood Forum on 2nd April. Paper comment forms were left in libraries, a GP surgery, the Ferry centre and the NOA Community Centre, which also housed an exhibition. A range of organisations in and adjoining the affected area, as well as city wide stakeholders, were informed directly of the consultation by letter and email. These consultations informed the draft SPD, which was consulted on during an 8 week period ending on 17th April 2015. Previous contacts and general planning contacts were notified directly. Drop in sessions with officers were held at the North Oxford Association and the Summertown Farmers' Market. A comment form was provided and a summary of responses will be attached to this report.
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 8:	FLAG FLYING PROTOCOL ID: I011491
To agree a protocol for flag flying on civic buildings	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Head of Law and Governance
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

ITEM 9:	HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842
The Council provides a Home Improvement Agency part funded by Oxfordshire County Council. This contract is due for renewal and the value of the contract triggers the requirement to seek CEB approval.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercial affairs of the Council
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 10:	INTEGRATED PERFORMANCE REPORT 2014/15_ QUARTER 4 ID: I009810
To provide a quarterly update of the Council's finances, the performance of services and the risks faced by the authority.	
Quarter 1- based on information as at 30 June 2014 Quarter 2- based on information as at 31 October 2014 Quarter 3- based on information as at 31 December 2014 Quarter 4 – based on information as at 31 March 2015	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board <input type="checkbox"/> Council
Executive Lead Member:	Finance, Corporate Asset Management and Public Health <input type="checkbox"/>
Report Owner:	Head of Financial Services <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 11:	OXFORD CITY COUNCIL CORPORATE BIODIVERSITY ACTION PLAN ID: I010031
This Strategy sets out how the Council aims to fulfil its duties under the Natural Environment and Rural Communities Act 2006.	
To adopt the Corporate Biodiversity Strategy following public consultation	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Jo Colwell, Environmental Sustainability Manager Tel: 01865 252188 jcolwell@oxford.gov.uk

ITEM 12:	STATEMENT OF COMMUNITY INVOLVEMENT 2015 ID: I010033
The Statement of Community Involvement set out how City Development will consult with local people and stakeholders on the development of planning policy documents and planning applications. This meeting will recommend adoption of the SCI.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Lyndsey Beveridge Tel: 01865 25 2482 lbeveridge@oxford.gov.uk

ITEM 13:	SUMMARY OF MONITORING INFORMATION REPORTED BY COMMUNITY & VOLUNTARY ORGANISATIONS 2014/15 ID: I011655
Summary of monitoring information reported by Community & Voluntary Organisations For the period covering 2014/15	
This report will give Members a summary of the achievements reported by groups funded through the Community grants programme, Social Inclusion Fund and the Youth Ambition grants programme in 2014/2015	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Culture and Communities
Report Owner:	Executive Director for Community Services
Report Contact:	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

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ITEM 14:	CONTRACT AWARD ICT NEW PARTNER ID: I010931
To award a contract to provide Council's ICT services and support.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 15:	PROPERTY INVESTMENT FUND INVESTMENT TO SECURE ACCESS TO PRIVATE RENTED ACCOMMODATION ID: I011749
To approve investment in a property investment fund to help secure access to local, suitable and affordable private rented accommodation	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

COUNCIL 20 JULY 2015

To include any reports from CEB

ITEM 16:	EMPLOYMENT POLICY REVIEW ID: I005322
Approval of new Employee Data Monitoring Policy and Revised Recruitment and Selection Policy.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Council
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement
Report Contact:	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 17:	CORPORATE EQUALITY SCHEME - REVIEW ID: I002561
Review the Corporate Equality Scheme and produce an innovative template which focuses on a small number of key initiatives which can be delivered over the next four years which is manageable and realistic to make actual change	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Council
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement
Report Contact:	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 18:	HOUSING STRATEGY 2015-2018 ID: I009802
The Housing Strategy 2015-16 sets out the priorities for the next three years, with a new action plan to help deliver these priorities.	
Approval of the strategy is being requested following consultation.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	Council
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 19:	NORTHERN GATEWAY AREA ACTION PLAN- ADOPTION ID: I008299
The Northern Gateway Area Action Plan has been developed over the course of a number of years incorporating extensive public consultation and refinement of policy approaches. Having completed the Examination in Public in front of an independent inspector, and received her report, this meeting will be to adopted the AAP.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	There have been 3 previous stages of consultation/public involvement in the development of the AAP
Decision Taker	Council
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Rachel Williams rwilliams@oxford.gov.uk

ITEM 20:	TENDER FOR WASTE COLLECTION AND ENVIRONMENTAL IMPROVEMENT SERVICES ID: I011528
To seek approval to tender for Commercial Waste collections and Environmental Improvement services to a Public Body, as the potential value of the contract exceeds delegated authority levels	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Jeff Ridgley, Business Improvement and Development Manager jridgley@oxford.gov.uk

ITEM 21:	SAFEGUARDING CHILDREN , YOUNG PEOPLE AND VULNERABLE ADULT POLICY ID: I008658
To review and refresh the Council's Safeguarding Children, Young People and Vulnerable Adult policy and procedures.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Council <input type="checkbox"/> <input type="checkbox"/> City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Assistant Chief Executive <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ITEM 22:	HOUSING ASSET MANAGEMENT STRATEGY (INCLUDING THE OXFORD STANDARD) ID: I010484
To propose the adoption of a strategy that will determine decisions for the Council's housing stock	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes. Consultation has already happened to produce this draft which in turn will be subject to a further 28 day consultation before final consideration by CEB and Council
Decision Taker	Council
Executive Lead Member:	Housing <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Housing and Property <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Martin Shaw Tel: 01865 252775 mshaw2@oxford.gov.uk

ITEM 23:	TOWER BLOCKS REFURBISHMENT - APPOINTMENT OF PROJECT CONTRACTOR ID: I009026
On 11 June 2015 the City Executive Board resolved to:	
1. RECOMMEND that full Council approve an additional budgetary provision within the HRA Capital Programme of £1.750m, funded as detailed at paragraph 19, so that the revised total project budget envelope for the Tower Block Refurbishment Scheme is £20.108m:	
2. RECONFIRM the authority delegated to the Executive Director, previously City Regeneration now Regeneration and Housing in consultation with the s151 Officer and the Monitoring Officer, to appoint and award the contract to the preferred principal contractor in accordance with the competitive tender process undertaken.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt contract details
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council <input type="checkbox"/> Executive Director for Regeneration and Housing
Executive Lead Member:	Housing <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Housing and Property <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	David Watt Tel: 01865 252182 dwatt@oxford.gov.uk, Jack Bradley, Senior Building Surveyor Tel: 01865 252440 jbradley@oxford.gov.uk

CEB 10 SEPTEMBER 2015 PROVISIONAL REPORTS

ITEM 24:	ADVICE COMMISSIONING - REPORTS IN 2015-16 ID: I011834
Monitoring report for previous year. Every third year a review of service specifications	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 25:	SALE OF CITY FARM, GARSINGTON ID: I011743
Sale of investment asset outside of the City boundary.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt commercial affairs of the Council
Will this decision be preceded by any	N/A

form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Julia Castle, Corporate Assets jcastle@oxford.gov.uk

ITEM 26:	GLOUCESTER GREEN MARKET ID: I011506	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
Is this item open or exempt to the public?	Part exempt Commercial affairs of the Council	
Will this decision be preceded by any form of consultation?	No	
Decision Taker	City Executive Board	
Executive Lead Member:	Corporate Strategy and Economic Development	
Report Owner:	Regeneration and Major Projects Service Manager	
Report Contact	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk	

ITEM 27:	PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES ID: I011250	
Formalise the approach of the Council to Community Centre lease agreements		
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?	Part exempt Commercial Affairs of the Council	
Will this decision be preceded by any form of consultation?	Yes	
Decision Taker	City Executive Board	
Executive Lead Member:	Culture & Communities	
Report Owner:	Head of Community Services	
Report Contact:	Mark Spriggs, Community Centres Co-ordinator Tel: 01865 252822 mspriggs@oxford.gov.uk	

ITEM 28:	AWARD OF INTERNAL AUDIT CONTRACT ID: I011047	
To award the contract for Council's Internal Auditors		
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?	Part exempt Commercially sensitive to the business affairs of the Council	
Will this decision be preceded by any form of consultation?	N/A	
Decision Taker	City Executive Board	
Executive Lead Member:	Finance, Corporate Asset Management and Public Health	

Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 29:	COMMUNITY CENTRE STRATEGY 2015-2020 ID: I010564
The strategy will reflect the current position on Community Centres, detail what world class community facilities, delivery and access will look like in 2020, with a clear action plan developed.	
Draft to CEB due in September in 2015 Adoption after public consultation in December 2015	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes in October
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board
Executive Lead Member:	Culture & Communities <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Community Services <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 30:	DEVELOPMENT OF NEW CEMETERY SITE ID: I011508
Update on options for new cemetery site within South Oxfordshire Council boundary.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Leisure, Parks and Sport
Report Owner:	Head of Community Services
Report Contact:	Trevor Jackson, City Leisure and Parks Tel: 01865 252363 tjackson@oxford.gov.uk

ITEM 31:	HOUSING ENERGY STRATEGY ID: I011511
Works to building and with staff and tenants in the Council's domestic housing on energy efficiency and fuel poverty	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566

	dhaynes@oxford.gov.uk
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ITEM 32:	INTEGRATED PERFORMANCE REPORT QUARTER 1 2015/16 ID: I011045
Report details the Council's finances, risk and performance as at the end of Quarter 1, 30 June 2015	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health, Corporate Strategy and Economic Development <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Financial Services <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk, Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 33:	TREASURY MANAGEMENT ANNUAL REPORT 2014/15 ID: I008653
To report on the Treasury Management performance for 2014/15.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 34:	OXFORD RAILWAY STATION REDEVELOPMENT ID: I010169
To update CEB on the Oxford Station Redevelopment Proposals and seek approval for next stages.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Formal consultation on this site was undertaken as part of the West End AAP. Significant informal consultation and information gathering has taken place and continues to take place. Formal statutory consultation will be undertaken

	as part of the town planning processes going forward.
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 35:	CONTRACT FOR DISPOSAL OF RECYCLED MATERIAL ID: I011928	
Requesting delegated authority to place contracts for disposal of City collected co-mingled recycle.		
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
Is this item open or exempt to the public?	Part exempt Commercial affairs of the Council	
Will this decision be preceded by any form of consultation?	No consultation	
Decision Taker	City Executive Board	
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford	
Report Owner:	Executive Director for Community Services	
Report Contact:	Roy Summers, Direct Services Tel: 01865 253608 rsummers@oxford.gov.uk	

ITEM 36:	LEISURE & WELLBEING STRATEGY ID: I009355	
To adopt the Leisure & Wellbeing Strategy following public consultation		
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?	Open	
Will this decision be preceded by any form of consultation?	Yes	
Decision Taker	City Executive Board	
Executive Lead Member:	Leisure, Parks and Sport	
Report Owner:	Head of Community Services	
Report Contact:	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk	

ITEM 37:	EXTERNALLY LEASED HRA PROPERTIES - RENT SETTING ID: I011747	
To agree a rent charging framework for HRA property leased to partner organisations.		
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?	Open	
Will this decision be preceded by any form of consultation?	N/A	
Decision Taker	City Executive Board	
Executive Lead Member:	Housing	
Report Owner:	Head of Housing and Property	
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk	

ITEM 38:	CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO) ID: I010939
The implementation of a Public Space Protection Order to effectively deal with a number of City Centre related activities of a few people that affects the general public's freedom to use the City centre freely and safely.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Executive Director for Community Services
Report Contact:	Richard J Adams, Community Services Tel: 01865 252283 rjadams@oxford.gov.uk

COUNCIL 21 SEPTEMBER 2014 PROVISIONAL REPORTS

To include any reports from CEB

CEB 15 OCTOBER 2015 PROVISIONAL REPORTS

ITEM 39:	ASSET MANAGEMENT PLAN 2016-2020 ID: I011608
New Asset Management Plan for the period 2016-2020	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Mike Scott, Corporate Asset Manager Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 40:	NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- ADOPTION ID: I011611
To recommend adoption of the North Oxford Victorian Suburb Conservation Area Appraisal.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services

Report Owner:	Head of Planning and Regulatory
Report Contact:	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

ITEM 41:	PRIVATE SECTOR HOUSING POLICY ID: I010352
To set out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Planning and Regulatory
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 42:	HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS ID: I008107
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Leisure, Parks and Sport
Report Owner:	Head of Community Services
Report Contact:	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 43:	SHELTERED HOUSING REVIEW ID: I010356
Approve outcomes of review, including future of some of the stock	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Gary Parsons Tel: 01865 252711 gparsons@oxford.gov.uk

ITEM 44:	HOUSES IN MULTIPLE OCCUPATION (HMO) LICENSING SCHEME ID: I005715
<p>The Council designated the whole of the City subject to Additional Licensing of HMOs in 2010 which was phased into effect from the 24th January 2011 and 31st January 2012. Each Phase of the scheme was designated for 5 years and during this time the Council must undertake a review.</p> <p>The report to be submitted to the June CEB will provide findings from a review of the impact of the scheme and seek approval from members to proceed with a consultation exercise regarding the future of the Additional Licensing scheme.</p> <p>The report to be submitted to the October CEB will set out the results of the consultation exercise for Additional Licensing and set out recommendations for the future of the scheme.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consultation will occur after the June report.
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Executive Director for Community Services <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Adrian Chowns, Team Leader HMO Enforcement Team Tel: 01865 252010 achowns@oxford.gov.uk, Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 45:	ENHANCING PATHWAYS FOR THE LONG TERM UNEMPLOYED ID: I012065
<p>Seeking approval for a project funded by the European Structural Investment Fund programme.</p>	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	no consultation
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 46:	FINANCIAL INCLUSION STRATEGY (FIS) - ACTION PLAN UPDATE ID: I011836
<p>Seeking approval to update the Action Plan for the Financial Inclusion Strategy (FIS), as most actions are now complete.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open

Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

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ITEM 47:	CORPORATE ENFORCEMENT POLICY (PREVIOUSLY ENVIRONMENTAL DEVELOPMENT ENFORCEMENT POLICY) ID: I003111	
Refresh the current enforcement policy to take account of government guidance and corporate priorities.		
Is this a Key Decision?	Not Key	
Is this item open or exempt to the public?	Open	
Will this decision be preceded by any form of consultation?	To be advised.	
Decision Taker	City Executive Board	
Executive Lead Member:	Planning, Transport and Regulatory Services	
Report Owner:	Head of Planning and Regulatory	
Report Contact:	Head of Planning and Regulatory	

ITEM 48:	PROCUREMENT STRATEGY ID: I011822	
Is this a Key Decision?		
Yes It is likely to result in the Council incurring expenditure which is greater than £500,000		
Is this item open or exempt to the public?		
Part exempt		
Will this decision be preceded by any form of consultation?		
N/A		
Decision Taker		
City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board		
Executive Lead Member:		
Customer Services and Corporate Services <input type="checkbox"/> <input type="checkbox"/>		
Report Owner:		
Head of Business Improvement <input type="checkbox"/> <input type="checkbox"/>		
Report Contact		
Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk		

ITEM 49:	TREASURY MANAGEMENT STRATEGY 2015/16_ PERFORMANCE ID: I010203	
Nov 2015: To report the Council's Treasury Management performance for the for the 6 month period up to 30 Sept 2015.		
Feb 2015: To recommend the Council adopts the Treasury Management Strategy 15/16.		
Council to adopt the Treasury Management Strategy 15/16 on 18 February 2015.		
Is this a Key Decision?		
Yes		
Is this item open or exempt to the public?		
Open		
Will this decision be preceded by any form of consultation?		
None		

Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Anna Winship, Financial Accounting Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 50:	REPLACEMENT OF HOUSING COMPUTER SYSTEMS ID: I010933
The Council currently has two housing computer systems, this report details the procurement of one housing computer system to replace the current computer applications.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt commercially sensitive to the business affairs of the council
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement
Report Contact:	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 51:	PLANNING - ANNUAL MONITORING REPORT (AMR) ID: I012030
This is the City Council's eleventh AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Rebekah Knight Tel: 01865 252612 rknight@oxford.gov.uk

COUNCIL 7 DECEMBER 2015 PROVISIONAL REPORTS

To include any reports from CEB

CEB 17 DECEMBER 2015 PROVISIONAL REPORTS

ITEM 52:	BUDGET 2016/17 CONSULTATION ID: I011770
Dec 2015: To propose a Medium Term Financial Strategy 2016-20 and a 2016/17 Budget for public consultation	
Feb 2016: To present the Council's Medium Term Financial Strategy for 2015/16 to 2018-19 and the 2015-16 Budget for recommendation to Council	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the	Open

public?	
Will this decision be preceded by any form of consultation?	Not until after this report.
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Finance, Corporate Asset Management and Public Health <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Financial Services <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 53:	CORPORATE PLAN 2016-20 CONSULTATION
	ID: I011772
To present the draft Corporate Plan 2016-20 for public consultation	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Public consultation Dec 2015- Jan 2016
Decision Taker	City Executive Board <input type="checkbox"/> <input type="checkbox"/> Council
Executive Lead Member:	Corporate Strategy and Economic Development <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Assistant Chief Executive <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Peter McQuitty, Head of Policy, Culture and Communications Tel: 01865 252780 pmcquitty@oxford.gov.uk

ITEM 54:	DATA PROTECTION POLICY REFRESH
	ID: I006767
To propose minor changes to the current Data Protection Policy to keep it in line with best practice and new guidance issued by the Information Commissioner.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Lucy Neville Tel: 01864 2086 lneville@oxford.gov.uk

ITEM 55:	DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT
	ID: I011613
The Design SPD will set out planning guidance for the design of new buildings in Oxford considering particularly local context. This meeting will be to approve the draft for public consultation.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes- public consultation

Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Head of Planning and Regulatory
Report Contact:	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 56:	HOUSING DEVELOPMENT DELIVERY MODELS & PROJECT APPROVAL FOR THE DELIVERY OF THE COUNCIL'S 2015-18 AFFORDABLE HOUSING PROGRAMME ID: I011254
Possible models of development and to seek project approval for the delivery of the Council's 2015-18 affordable housing programme.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Alan Wylde Tel: 01865 252319 awylde@oxford.gov.uk

CEB 21 JANUARY 2016 - PROVISIONAL REPORTS

ITEM 57:	LOCAL DEVELOPMENT SCHEME ID: I010035
The Local Development Scheme set out a work programme for major planning policy documents for Oxford. This meeting will recommend adoption of the LDS.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Adrian Roche, City Development Tel: 01865 252165 aroche@oxford.gov.uk

COUNCIL 8 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 58:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) ADOPTION ID: I011844
We became signatories of the European Commission's Covenant of Mayors in September 2014 and are required to adopt a Sustainable Energy Action Plan in order to meet at least a 20% reduction in carbon emissions by 2020. This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any	N/A

form of consultation?	
Decision Taker	Council
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Jo Colwell, Environmental Sustainability Manager Tel: 01865 252188 jcolwell@oxford.gov.uk

CEB 11 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 59:	CAPITAL STRATEGY 2016-17 ID: I011797
To present the Council's Capital Strategy for approval	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 60:	TREASURY MANAGEMENT STRATEGY 2016-17 ID: I011768
Treasury Management Strategy for 2016-17, including prudential indicators	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Anna Winship, Financial Accounting Manager Tel: 01865 252517 awinship@oxford.gov.uk

COUNCIL 17 FEBRUARY 2016 - BUDGET

CEB 17 MARCH 2016 - PROVISIONAL REPORTS

CEB 14 APRIL 2016 - PROVISIONAL REPORTS

COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

ITEM 61:	CONSTITUTION REVIEW ID: I004734
An annual report to propose any required changes to the constitution.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Council
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Head of Law and Governance
Report Contact:	Emma Griffiths, Law and Governance Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 62:	REGULATION OF INVESTIGATORY POWERS ACT 2000 ID: I004596
To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Not applicable
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Head of Law and Governance
Report Contact:	Jeremy Franklin, Law and Governance jfranklin@oxford.gov.uk

ITEM 63:	STATEMENT OF GAMBLING LICENSING POLICY 2016 REVISION ID: I011840
To approve the draft Statement of Gambling Licensing Policy 2016 for consultation	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Head of Community Services
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk